



# *COMMONWEALTH of VIRGINIA*

## *DEPARTMENT OF*

## *BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES*

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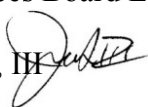
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JAMES W. STEWART, III  
COMMISSIONER

November 30, 2012

To: Community Services Board Executive Directors

From: James W. Stewart, III 

Subject: Case Management Operational Guidelines re: Settlement Agreement

As you are aware, the Settlement Agreement with the Department of Justice contains specific requirements related to the provision of case management/support coordination for the target population of those individuals with intellectual or developmental disabilities who receive HCBS waiver services. Effective March 6, 2013 CSBs will be required to provide more frequent case manager/support coordinator face-to-face visits with individuals who meet certain criteria.

Specific operational guidance on how to implement the case management requirements of the Settlement Agreement, including the more frequent face-to-face case management visits for certain individuals, is contained in the attached "Case Management Operational Guidelines," which was developed by a committee of CSB, DD Waiver and advocacy community representatives. In addition, a Frequently Asked Questions document and flowchart will be posted on the Settlement Agreement page of the DBHDS website (<http://www.dbhds.virginia.gov/Settlement.htm#Agree>).

Please share this information with all those at your agency involved in the provision of case management/support coordination to individuals with ID/DD. Questions should be addressed to your assigned Office of Developmental Services Community Resource Consultant (see <http://www.dbhds.virginia.gov/documents/ODS/omr-CR-ConsultantContactList.pdf> for contact information).

Thank you for your cooperation and assistance in ensuring Virginia complies with this element of the Settlement Agreement.

Attachment

cc: CSB ID Directors